

**Career Opportunity**  
**Department of Labor and Industrial Relations**  
**State of Hawaii Executive Branch**

VACANCY ANNOUNCEMENT

**Hearings Officer**  
**Hawaii Labor Relations Board**

**Opening Date: February 5, 2014**

**Closing Date: February 12, 2014**

**POSITION INFORMATION**

Exempt Position, Non Civil Service; Temporary Appointment, Not to Exceed 06/30/2015  
Annual Salary: \$80,004

**DUTIES SUMMARY**

Conducts contested case hearings in accordance with Chapter 91 and drafts proposed decision and orders which include proposed findings of fact and conclusions of law, for appropriate action by the Board. Also conducts pre-trial conference, which may include initial settlement and status conferences, and drafts decisions and orders in cases heard or decided by the Board.

**MAJOR DUTIES AND RESPONSIBILITIES**

Conducts quasi-judicial administrative hearings to adjudicate contested cases on appeal; administers oaths and affirmations; reviews subpoenas and adequacy of written authorizations; rules on motions and admissibility of oral and documentary evidence; conducts pre-hearing conferences; drafts orders, proposed findings of fact and conclusion of law, decisions and orders; oversees post-hearing procedures; and represent the Board on appeals in circuit court and appellate courts.

**REQUIRED LICENSE**

Must be licensed to practice law in the State of Hawaii.

**RECOMMENDED QUALIFICATIONS**

**Knowledge:** Knowledge of collective bargaining law, Hawaii occupational, safety and health laws, administrative rules relating to collective bargaining in public employment, Hawaii Rules of Civil Procedure, Hawaii Rules of Appellate Procedure, Hawaii Rules of Evidence, and other related laws, rules and regulations.

**Skills and Abilities:** Strong skills in legal analysis, reasoning, research and writing. Effective oral and written communication skills, including the ability to interpret, analyze, apply and explain the laws. Ability to maintain judicial demeanor and temperament.

**Education:** Graduation from an accredited law school.

**Experience:** Attorney of good standing; collective bargaining and administrative law preferred.

**TO APPLY:** Click to Print Application: [Application for Non Civil Service Appointment \(Form HRD 278\)](#)  
**Submit to:** Department of Labor and Industrial Relations, Personnel Office  
830 Punchbowl Street, Room 415, Honolulu, Hawaii 96813  
Monday thru Friday 8:00am-4:00pm; (Closed on State Observed Holidays)  
Mailed applications must be postmarked by midnight of closing date.